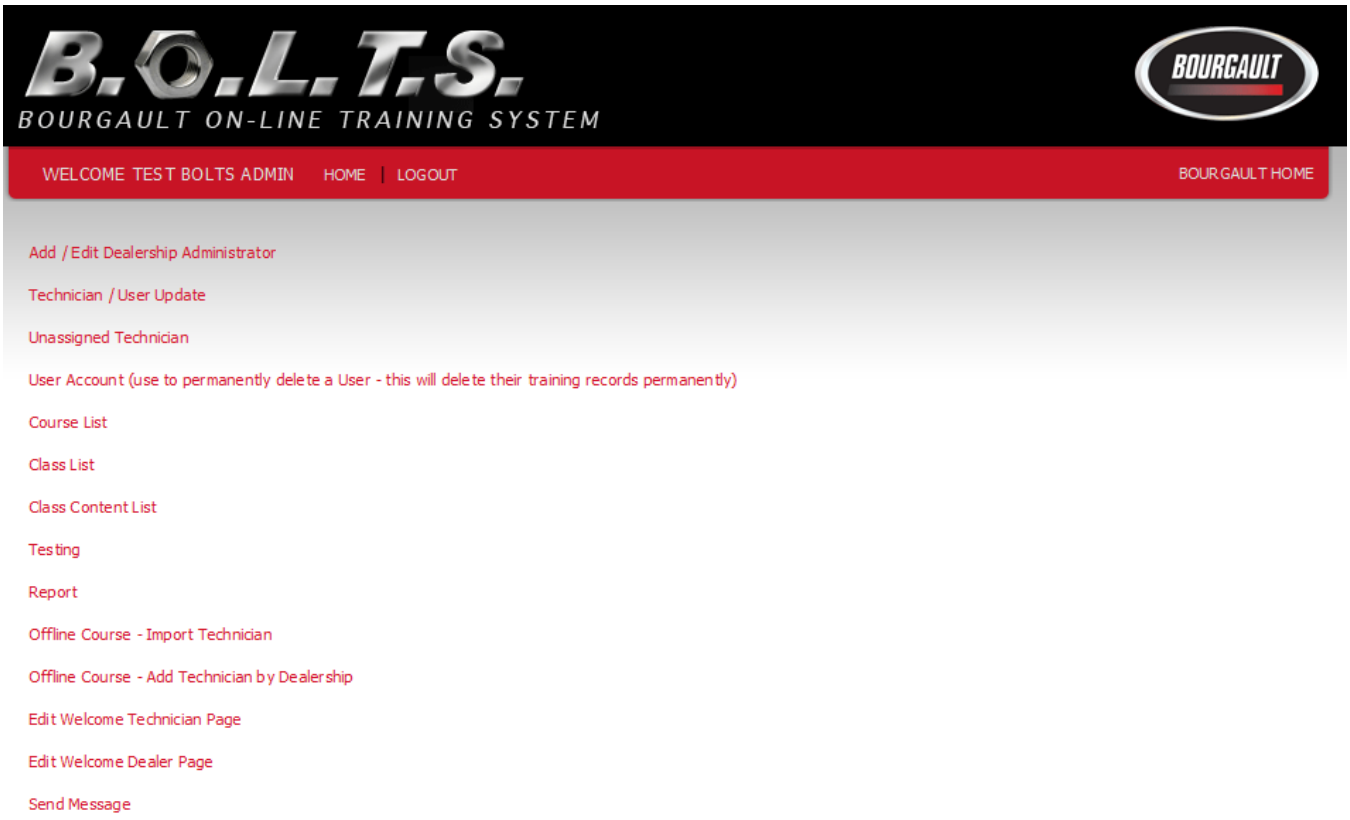
BOLTS User Manual

Master Administrator

Last Update: July 2014



Text Logins:

Master Admin: testbolts

Dealer Admin: testdealer

Dealer Tech: testtech

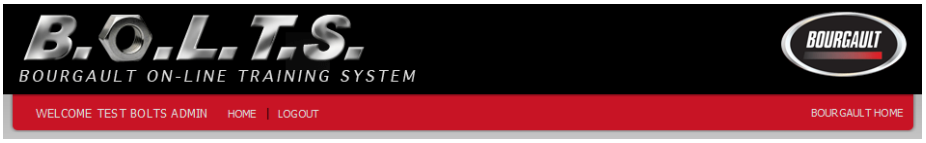
Password for all: 1234567

BOLTS Master Admin Instructions

Main Header

The main header will display your username in the “Welcome” message, a “Home” button to return to the main BOLTS page, a logout button to get out of BOLTS, and a Bourgault home button if you need to go to the main web page.

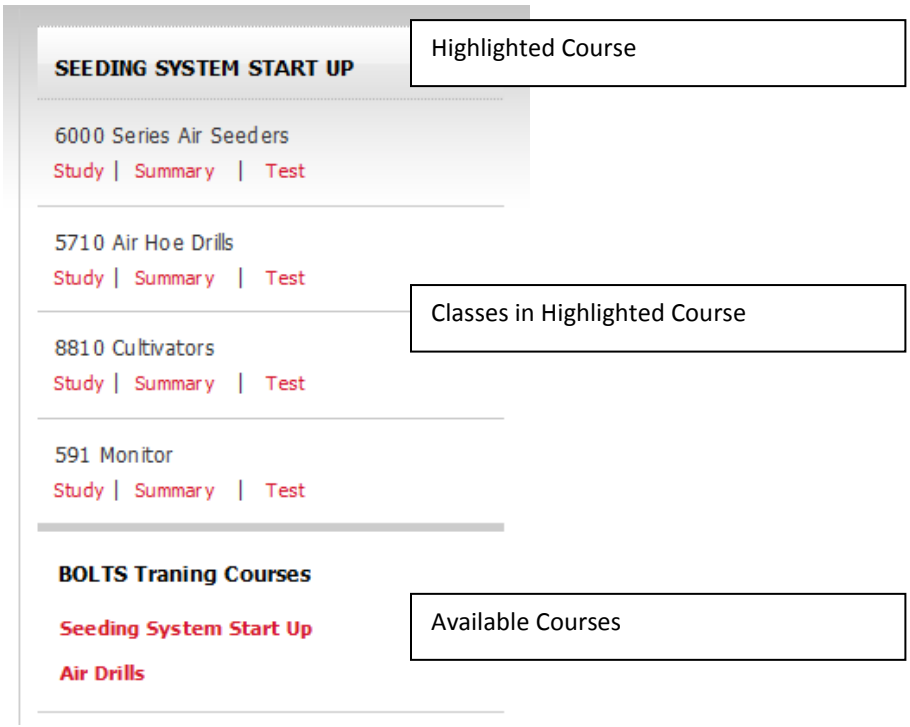
If you are logged into BOLTS and are back in the regular web pages, a BOLTS home option will appear under the Dealer drop down to get back to BOLTS.



Course Index

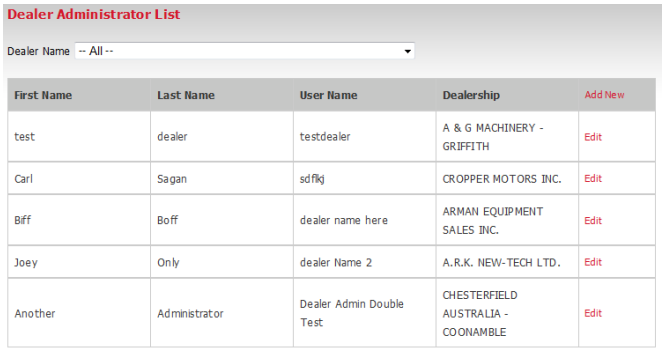
BOLTS is set up as a series of **Courses**, each containing one or more **Classes**. These classes will contain a number of pages where the actual copy, images, or video files are linked. These pages are referred to as **Class Content**.

The index shown on the right hand side of the screen provides links to the courses and classes set up in BOLTS. You can also go directly to the Class Content (Study), Summary, or Test for the course currently highlighted.



BOLTS Master Admin Instructions

Add / Edit Dealership Administrator

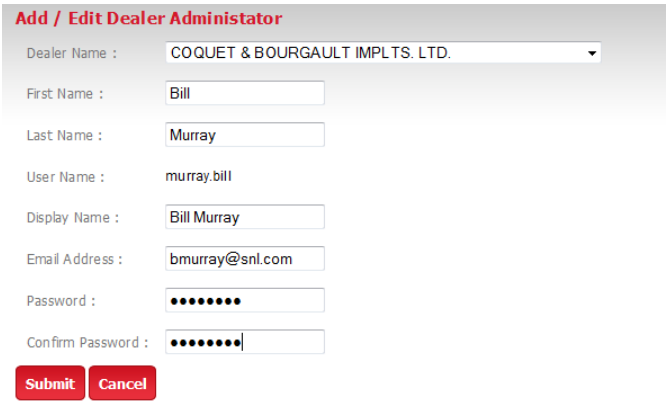

Dealer Administrator List
Dealer Name -- All --
First Name | Last Name | User Name | Dealership | Add New
test | dealer | testdealer | A & G MACHINERY - GRIFFITH | Edit
Carl | Sagan | sdfkj | CROPPER MOTORS INC. | Edit
Biff | Boff | dealer name here | ARMAN EQUIPMENT SALES INC. | Edit
Joey | Only | dealer Name 2 | A.R.K. NEW-TECH LTD. | Edit
Another | Administrator | Dealer Admin Double Test | CHESTERFIELD AUSTRALIA - COONAMBLE | Edit

Add New

To create a BOLTS Dealer Administrator, click on the Add New link over the right hand column.

Select the Bourgault Dealer from the drop down at the top. Enter in the required information. The user name will be automatically generated by BOLTS.

The dealership dropdown is maintained through the Dealer Locator Map module.



Edit

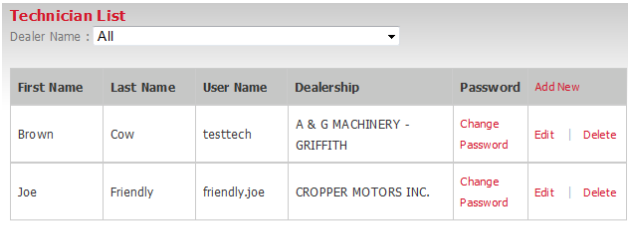
To edit a BOLTS Dealer Administrator, click on the edit link in the same row as the administrator you wish to change.

You cannot change the user name for a given administrator. You are also not able to change the administrator's password in this window.

Add / Edit Dealer Administator
Dealer Name : COQUET & BOURGAULT IMPLTS. LTD.
First Name : Bill
Last Name : Murray
User Name : murray.bill
Display Name : Bill Murray
Email Address : bmurray@snl.com
Submit
Cancel

Technician / User Update

This section allows the Master Administator or Dealer Administrator to add or edit a new Technician. They can also change the password for a given technician.


Technician List
Dealer Name : All
First Name | Last Name | User Name | Dealership | Password | Add New
Brown | Cow | testtech | A & G MACHINERY - GRIFFITH | Change Password | Edit | Delete
Joe | Friendly | friendly.joe | CROPPER MOTORS INC. | Change Password | Edit | Delete

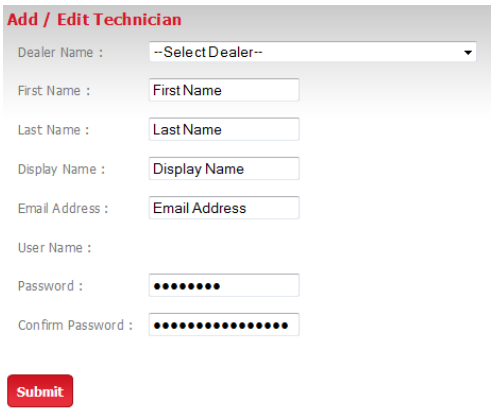
A Dealer Administrator has the ability to create a new Technician profile, and remove a Technician profile, but cannot reinstate a Technician profile that was removed. If you have removed a Technician by mistake and wish to reinstate him/her, send an email request to botls@bourgault.com with instructions on which Technician you wish to reinstate.

BOLTS Master Admin Instructions

Add Technician

Click on the Add New link over the right hand columns of the Technician List.

Select the dealership you want to add a technician to, and enter in the required data. A Dealer Administrator will see only his dealership, while the Master Administrator will see all the dealerships available.



Edit Technician

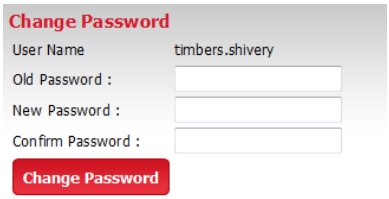
Click on the Add New link over the right hand columns of the Technician List. You cannot change the user name for a given technician.

A technician can be removed in this window by the Master Admin. If a Dealer Admin accicendly removes a Technician from their list, they will need to contact the Master Admin to get that Technician reinstated.

Add / Edit Technician
Dealer Name :
COQUET & BOURGAULT IMPLTS. LTD.
First Name :
Shivery
Last Name :
Timbers
Display Name :
Shiv Timbers
Email Address :
timbers@yahoo.com
User Name :
timbers.shivery
Remove Technician From Dealership
A Dealer Administrator has the ability to create a new Technician profile, and remove a Technician profile, but cannot reinstate a Technician profile that was removed. If you have removed a Technician by mistake and wish to reinstate him/her, send an email request to bots@bourgault.com with instructions on which Technician you wish to reinstate.
Submit

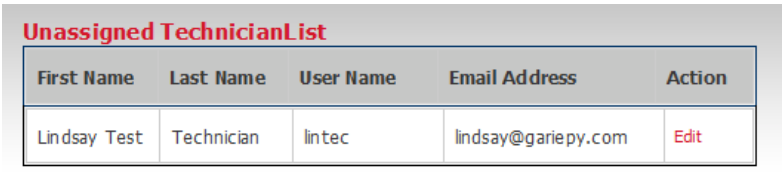
Change Password

Click on the "*Change Password*" link for a given Technician. You do not have the ability to see what the current password is, but you can change it.



Unassigned Technician

Dealer Admins can remove a technician from their dealership group, but cannot delete a technician. The Master Admin can chose to assign them to another dealership, or reassign them to the same dealership if accidently removed. Unassigned techs will be listed, select Edit to assign to a dealership.



If a technician needs to be deleted, go to *User Account*.

BOLTS Master Admin Instructions

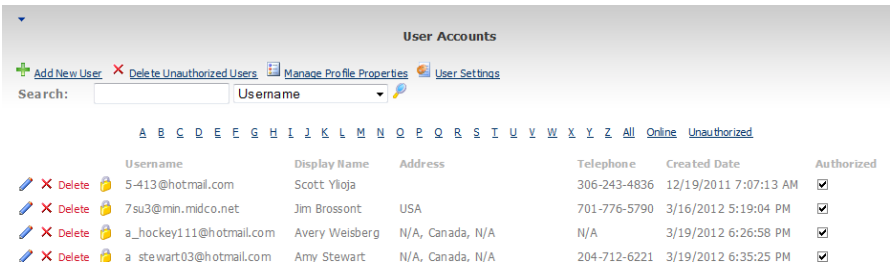
User Account

Access to the User Account feature is to permanently delete a User when needed. This will delete the user information and their training records permanently.

Search by technician username to find a specific technician.

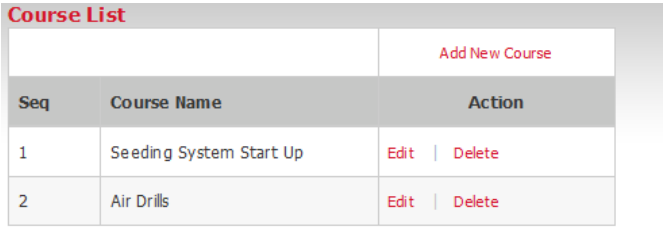
Important: All users are listed here, so be careful only to delete the intended user.

When you navigate to this module, the BOLTS heading will not be present. Go to the Dealer > Bolts Home drop down to get back to the BOLTS main page.

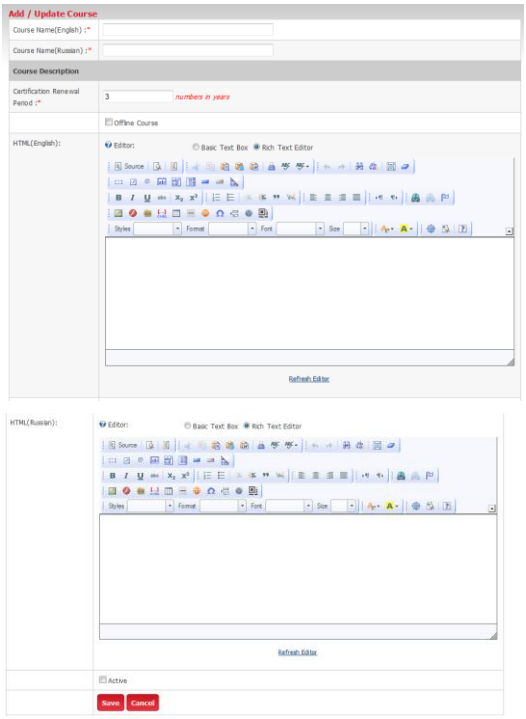

User Accounts
Add New User
Delete Unauthorized Users
Manage Profile Properties
User Settings
Search:
Username
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized
Username
Display Name
Address
Telephone
Created Date
Authorized
Delete 5-413@hotmail.com Scott Ylioja 306-243-4836 12/19/2011 7:07:13 AM
Delete 7su3@min.midco.net Jim Brossont USA 701-776-5790 3/16/2012 5:19:04 PM
Delete a_hockey111@hotmail.com Avery Weisberg N/A, Canada, N/A N/A 3/19/2012 6:26:58 PM
Delete a_stewart03@hotmail.com Amy Stewart N/A, Canada, N/A 204-712-6221 3/19/2012 6:35:25 PM

Course List

The course is essentially a grouping of Classes that relate to a main topic. For example, the course "Air Drills" may contain classes on 3320s, 5810s, 3720s, etc. Each of these classes will have its own class content and exam at the end of the class.



Add New Course



Enter in the Course name. There are provisions for Russian text in the future. At this time, enter the same Course name with an R at the end for the Russian Course Name.

For the Renewal Period, enter in the number of years the course will be applicable for. An email will be generated and sent to applicable technicians once they are close to the renewal period for the course.

Check "*Offline Course*" if this will be used to manage the attendance to a workshop like Bourgault Service School.

Provide a course outline in the HTML English editor. Include a photo if required. The Russian editor may remain empty.

Check the "*Active*" box if the course is ready to go live to the technicians. Leaving it unchecked allows you to build and edit the course without the Technicians seeing it online.

"*Save*" to save your changes, "*Cancel*" to get out without saving.

Edit Course

"Edit" allows you to make changes to the same fields as shown in "Add".

Delete Course

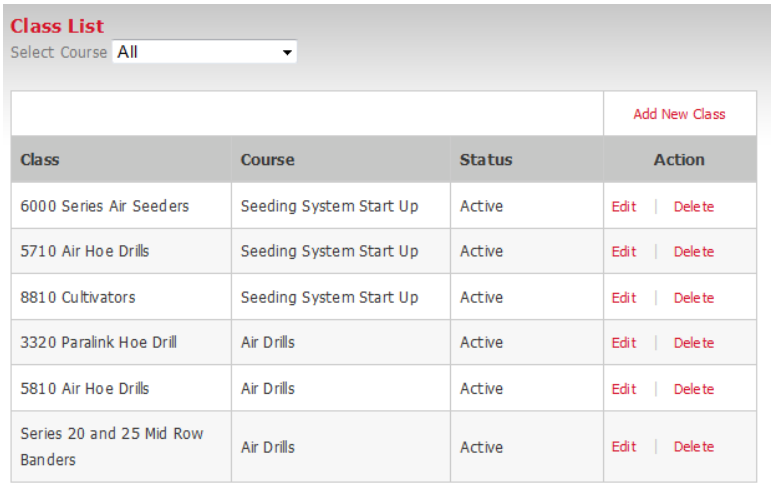
"Delete" allows you to remove the course selected.

BOLTS Master Admin Instructions

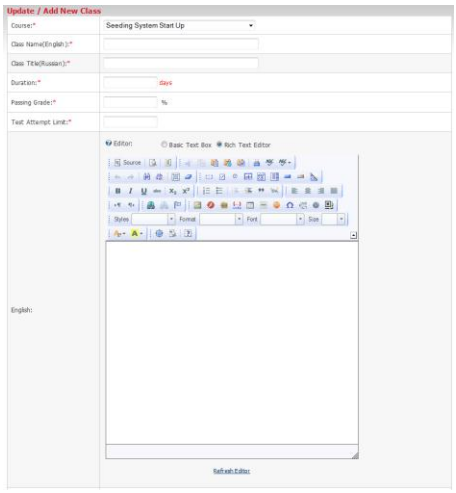
Class List

Classes are grouped under Courses, and contain multiple pages of Class Content, and can be concluded with an exam.

On the main page for Class List, the default view shows all the classes for all the courses. You can choose to view all the classes for a specific course with the drop down menu.



Add New Class



Select the specific course you want the new class in.

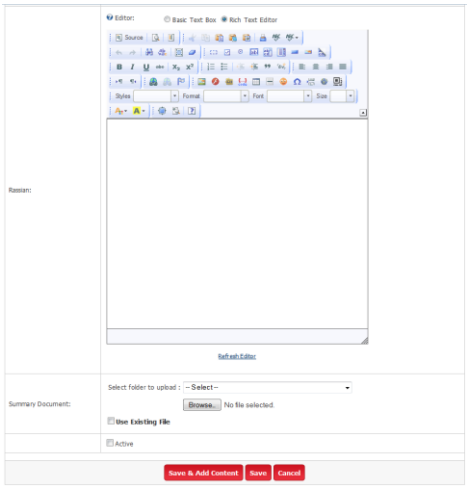
Class Name English: Enter name. (Use the same name with an "R" for the Russian Class Name)

Duration: This is to set how many days a technician has to finish a class once it has started. If he has not completed and passed the course in the given amount of days, he will be required to start over.

Passing Grade: Set the minimum requirement to pass the Class.

Test Attempt Limit: This is the number of times the technician can take the exam to pass.

English: Provide a clear class outline in the English editor page. You can leave the Russian editor blank.



Summary Document: You can upload a support file, such as a PDF document to serve as a class manual or reference booklet. (more instructions below)

Active: Check the "*Active*" box if the class is ready to go live to the technicians. Leaving it unchecked allows you to build and edit the class without the Technicians seeing it online.

Click "*Save*" to save the document and return to the Class List page,"*Save & Add Content*" when you want to do directly to a new class, or "*Cancel*" to exit this page without saving.

Edit Class

"*Edit*" allows you to make changes to the Class fields as shown in "*Add*".

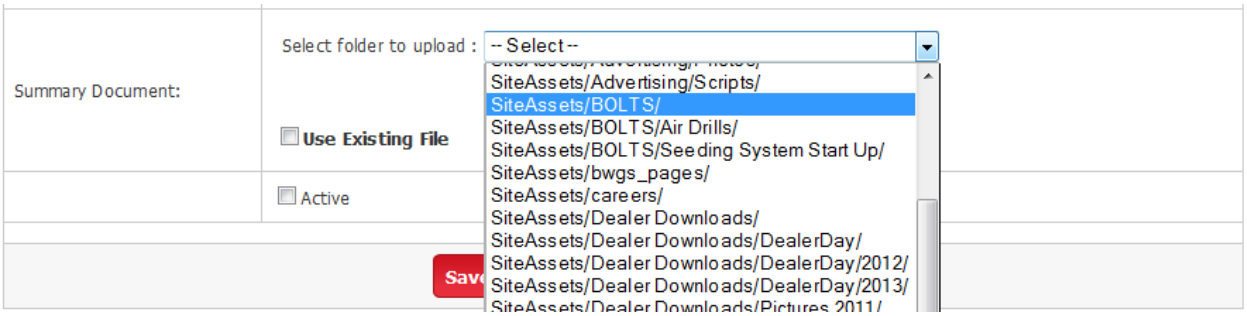
Delete Class

"*Delete*" allows you to remove the Class selected.

BOLTS Master Admin Instructions

Summary Document

You can upload a support file, such as a PDF document to serve as a class manual or reference booklet.

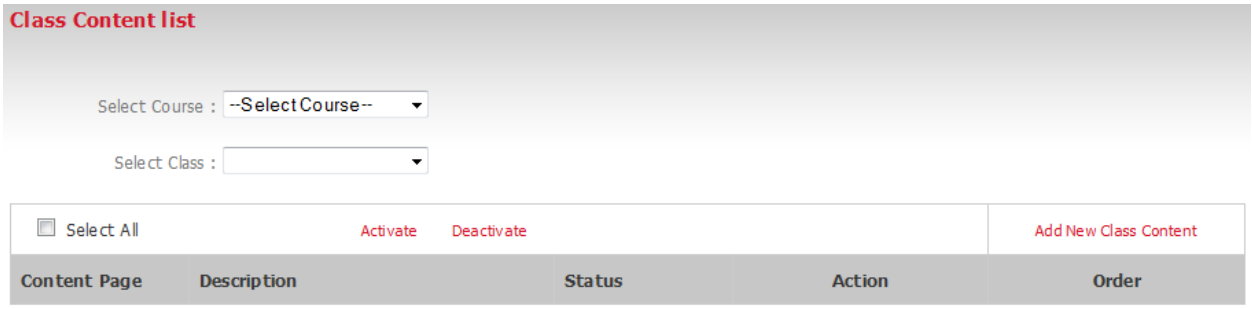


First select the appropriate subfolder under SiteAssets/BOLTS to store the reference document, then click the "*Browse*" button to find and select the document on your computer. The document will be uploaded to the web server when you save the class page.

Check "Use Existing File" if you want to link to a file already on the web server. Navigate to the appropriate BOLTS subfolder to select the file.

Class Content List

This is the section where all the content pages are added, edited, previewed, or deleted.

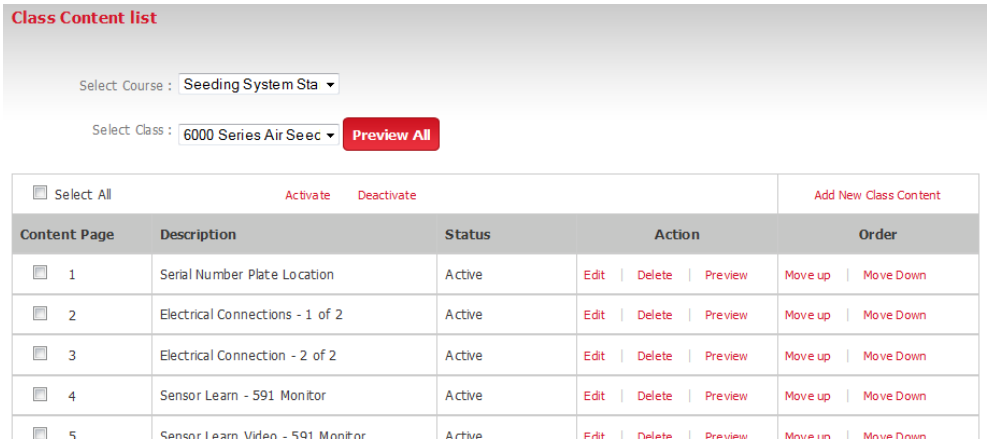


To create a new class content page, select the "Add New Class Content" link over the right hand column.

Select Course & Class

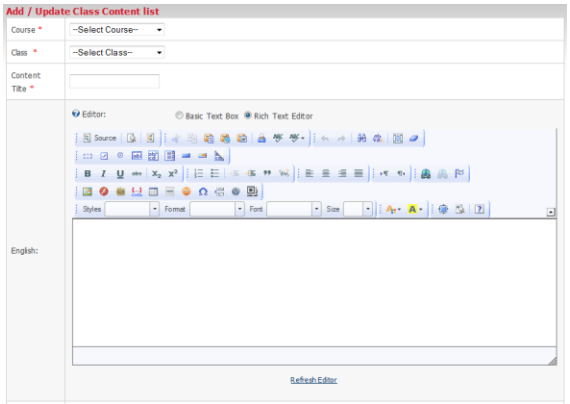
You can view the content pages for a specific course and class by selecting from the drop down menus at the top of the page. The "Preview All" button allows you to step through the content pages of the selected class as a Technician will see it.

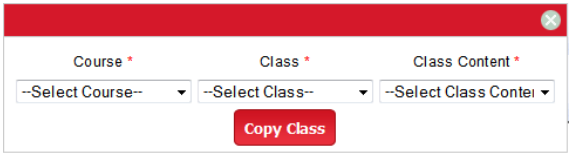
BOLTS Master Admin Instructions


Class Content list
Select Course : Seeding System Sta
Select Class : 6000 Series Air Seec
Preview All
Select All
Activate
Deactivate
Add New Class Content
Content Page
Description
Status
Action
Order
1 Serial Number Plate Location Active Edit | Delete | Preview Move up | Move Down
2 Electrical Connections - 1 of 2 Active Edit | Delete | Preview Move up | Move Down
3 Electrical Connection - 2 of 2 Active Edit | Delete | Preview Move up | Move Down
4 Sensor Learn - 591 Monitor Active Edit | Delete | Preview Move up | Move Down

- You can select specific pages to “Activate” or “Deactivate” by checking the boxes in the left hand column and clicking the appropriate link.
- Select “Edit”, “Delete”, or “Preview” from the Action columns to do the specified action to that content page.
- Click the “Move Up” or Move Down” links in the Order columns to change a page position in the class.

Add Class Content Page





Select the specific course and class you want to place the content page.

Content Title: This title will appear at the top of the Content Page.

English: Place the content of the page in the editor. You can also link images, videos, and other links in this editor to support the content of the page.

Note: Images and downloads to a course should be uploaded to specific folders under SiteAssets/BOLTS on the web server.

Videos: Upload videos to the Bourgault YouTube library and specify Privacy Settings as “Unlisted”.

Russian: leave blank.

Audio Files: A voice-over file can be included with the content page. Audio files must be in the mp3 format, and should be uploaded to specific folders under SiteAssets/BOLTS on the web server.

Active: check if you are ready to make this page visible to the Technicians.

Save & Add Content – saves content and closes the editor

Save – Saves content

Cancel – closes editor without saving.

Copy Content – will copy the content from an existing page to the new page.

BOLTS Master Admin Instructions

Testing

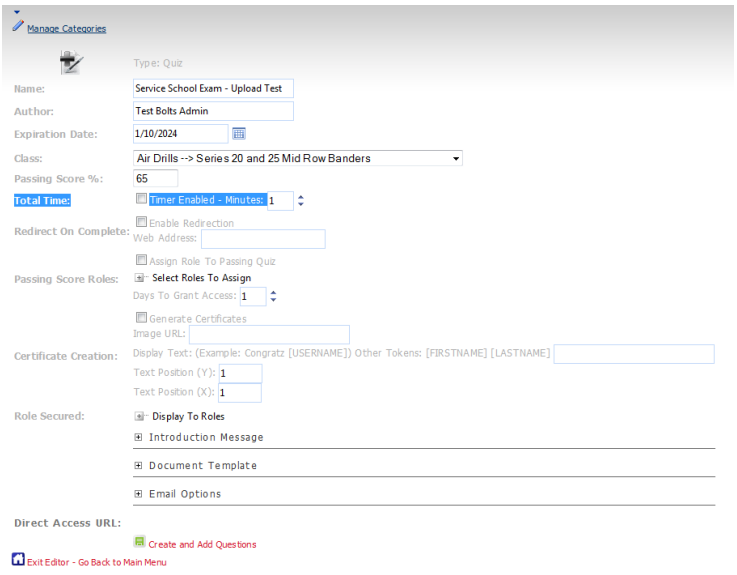
The testing module of BOLTS is a 3rd party software designed for creating quizzes, surveys and ballots. Bourgault is only using the quiz part of the module for making BOLTS exams.

Manage Categories
New Quiz
New Survey
New Ballot
take the survey
Let the World Know!
Seeding System Startup 5710 AHD Test (4 Sessions) - Start Quiz Edit Quiz View Results
Seeding System Startup 6000 Series Air Seeder Test (25 Sessions) - Start Quiz Edit Quiz View Results

Each existing exam is listed under "take the survey" and titled by Course & Class. The number of sessions beside the test name lists the number times the test was started (not necessarily completed) by Techs, Dealer Admins or Bolt Admins.

New Quiz (Exam)

To make a new exam, click on New Quiz.


Manage Categories
Type: Quiz
Name: Service School Exam - Upload Test
Author: Test Bolts Admin
Expiration Date: 1/10/2024
Class: Air Drills --> Series 20 and 25 Mid Row Banders
Passing Score %: 65
Total Time: Timer Enabled - Minutes: 1
Redirect On Complete: Enable Redirection
Web Address:
Assign Role To Passing Quiz
Passing Score Roles: Select Roles To Assign
Days To Grant Access: 1
Generate Certificates
Image URL:
Certificate Creation: Display Text: (Example: Congratz [USERNAME]) Other Tokens: [FIRSTNAME] [LASTNAME]
Text Position (Y): 1
Text Position (X): 1
Role Secured: Display To Roles
Introduction Message
Document Template
Email Options
Direct Access URL:
Create and Add Questions
Exit Editor - Go Back to Main Menu

- *Name*: Enter the title of the exam – name of Class.
- *Author*: Automatically filled in.
- *Expiration Date*: Set the date when the exam should expire.
- *Class*: Select from the drop down menu what class you want to associate this exam to. Watch not to select the "Russian" version.
- *Passing Score*: Set the percentage that will be the minimum grade for the class.
- *Total Time*: Leave disabled.

- *Redirect On Complete*: Leave disabled.
- *Passing Score Roles*: Leave disabled.
- *Certificate Creation*: Leave disabled.
- *Roles Secured*: Click on the 'plus' symbol and select **BOLTS Dealers**, **Bolts Master Admin**, and **BOLTS Technicians**.
- *Introduction Message*: You can make up a short message about the exam. Click on the "Display Introduction Message …" so it is shown only at the beginning of the exam.
- *Document Template*: Not Required
- *Email Options*: Not Required

Click on "**Create and Add Questions**" to proceed to adding the questions to the exam.

Click on "**Exit Editor**" to go back to the Testing menu.

Add Questions to New Exam – Import Feature

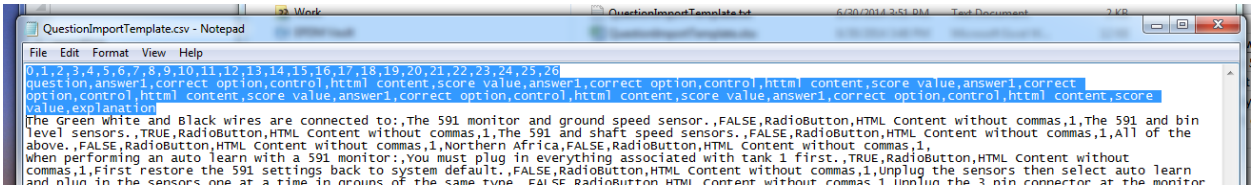
Questions, answers, and conditions can be manually added to an exam but is a tedious process. This document will cover how to setup and upload questions set up in excel.

> ***NOTE:*** *at this time, we have to save the file as a TXT file, remove the headers in Notepad, then import the TXT file instead of a CSV file. You cannot use commas, and we are restricted to importing 5 questions only. (June 30/14)*

1) Open the QuestionImportTemplate.xlsx located in O:\MRKT\SERVICE\BOLTS

	0	1	2	3	4	5	
	question	answer1	correct option	control	httml content	score value	answer1
	The Green White and Black wires are connected to:	The 591 monitor and ground speed sensor.	FALSE	RadioButton	HTML Content without commas	1	The 591 an
	When performing an auto learn with a 591 monitor:	You must plug in everything associated with tank 1 first.	TRUE	RadioButton	HTML Content without commas	1	First restor
	The 591 monitor will speed up and slow down the transmission:	When the ground speed changes.	FALSE	RadioButton	HTML Content without commas	1	Only when
	The 591 monitor gets it's speed from:	The tractor radar.	FALSE	RadioButton	HTML Content without commas	1	GPS or the

2) Enter the question under the "Question" heading, then an answer under each of the "Answer1" headings. For the correct answer, indicate "TRUE" under the "correct option" heading, otherwise state "FALSE". The control should always be "radio button", html content "… without commas", and score value of "1".
3) Once you have all your questions and answers entered, save with a unique name as a .CSV file.
4) Open the .CSV file in Notepad, and delete just the first two lines:

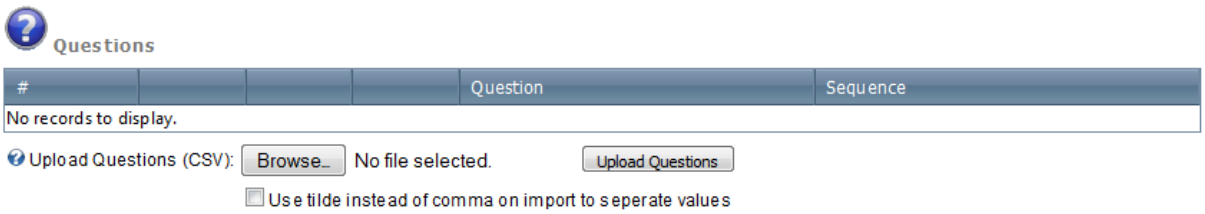

QuestionImportTemplate.csv - Notepad
File Edit Format View Help
0,1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26
question,answer1,correct option,control,html content,score value,answer1,correct option,control,html content,score value,answer1,correct option,control,html content,score value,answer1,correct option,control,html content,score value,explanation
The Green White and Black wires are connected to:,The 591 monitor and ground speed sensor.,FALSE,RadioButton,HTML Content without commas,1,The 591 and bin level sensors.,TRUE,RadioButton,HTML Content without commas,1,The 591 and shaft speed sensors.,FALSE,RadioButton,HTML Content without commas,1,All of the above.,FALSE,RadioButton,HTML Content without commas,1,Northern Africa,FALSE,RadioButton,HTML Content without commas,1,
when performing an auto learn with a 591 monitor:,You must plug in everything associated with tank 1 first.,TRUE,RadioButton,HTML Content without commas,1,First restore the 591 settings back to system default.,FALSE,RadioButton,HTML Content without commas,1,Unplug the sensors then select auto learn
then save as a .TXT file

5) In the testing module of BOLTS, select New Quiz.

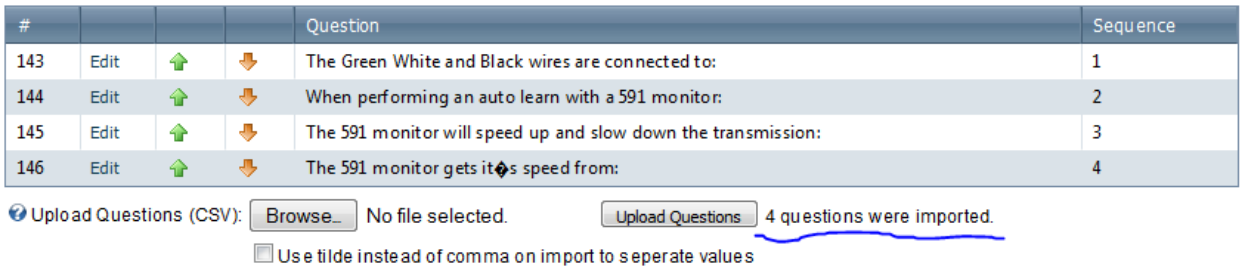
6) Fill in all the required information for a new exam (above). Click on "Create and Add Questions"

BOLTS Master Admin Instructions

7) Scroll down to “Questions” and click on the Browse button for “Upload Questions (CSV)” , find the relevant .TXT file on your system, select, then click on Upload Questions

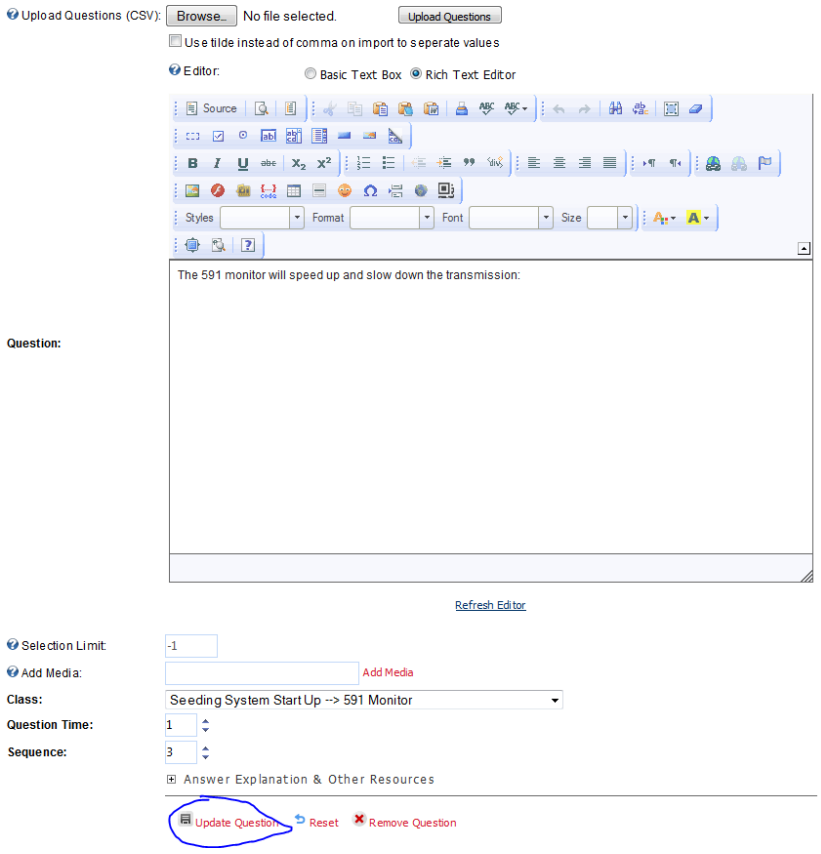


8) Once the questions are uploaded, you will see them listed. The number of questions uploaded should also be listed.


#
Question
Sequence
143 Edit The Green White and Black wires are connected to: 1
144 Edit When performing an auto learn with a 591 monitor: 2
145 Edit The 591 monitor will speed up and slow down the transmission: 3
146 Edit The 591 monitor gets it s speed from: 4
Upload Questions (CSV):
Browse...
No file selected.
Upload Questions
4 questions were imported.
Use tilde instead of comma on import to seperate values

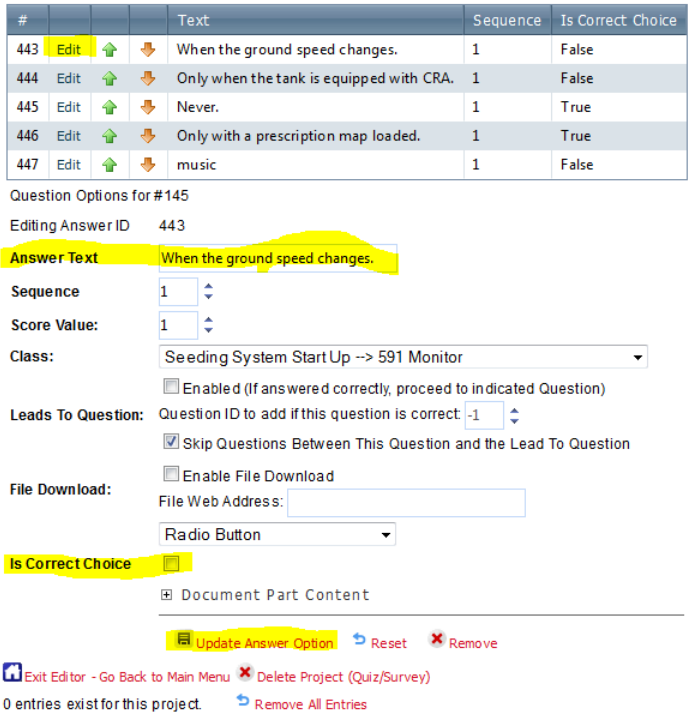
Edit Questions & Answers on Exam

Questions: On the table showing the list of questions, select Edit on the question you wish to modify. The editor directly below the list of questions will bring up the question for modification. Once you have completed your changes, click on Update Question.



BOLTS Master Admin Instructions

Answers: The table for answers is shown below the question editor. Select the Edit button beside the answer you wish to edit. The answer will then populate the Answer Text box. Click on Update Answer Option when you are done changing the answer. You can also make it the correct answer by checking "Is Correct choice". Note that you can have more than one correct answer if you check more than one.


#
Text
Sequence
Is Correct Choice
443 Edit When the ground speed changes. 1 False
444 Edit Only when the tank is equipped with CRA. 1 False
445 Edit Never. 1 True
446 Edit Only with a prescription map loaded. 1 True
447 Edit music 1 False
Question Options for #145
Editing Answer ID 443
Answer Text
When the ground speed changes.
Sequence
Score Value:
Class:
Seeding System Start Up --> 591 Monitor
Enabled (If answered correctly, proceed to indicated Question)
Leads To Question:
Question ID to add if this question is correct:
Skip Questions Between This Question and the Lead To Question
File Download:
Enable File Download
File Web Address:
Radio Button
Is Correct Choice
Document Part Content
Update Answer Option
Reset
Remove
Exit Editor - Go Back to Main Menu
Delete Project (Quiz/Survey)
0 entries exist for this project.
Remove All Entries

Add Questions – Manual Entry

Adding questions and answers are much the same as edit. When manually adding answers, you will need to indicate which are the right answers, and that the control is a checkbox.

Delete Project

This will delete the entire exam you are working on and return to main survey menu.

Remove All Entries

This will remove all the questions, but does not delete the exam itself.

Start Quiz

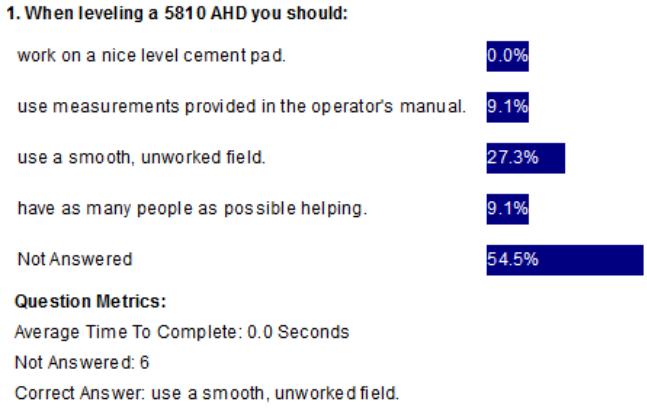
Once your exam is completed, you can choose to test your exam by running through it using Start Quiz.

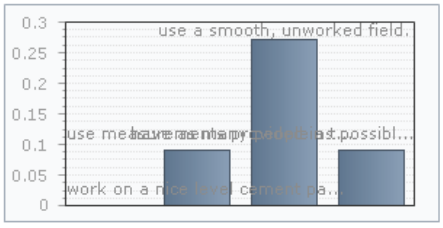
Edit Quiz

Make any changes, additions or deletions with existing exams.

View Results

View results will give you the breakdown of how people are doing with the questions and answers to the exam. This feature will provide good feedback on where people are having the most problems during the exam. Note that your own testing will be tabulated in the results.

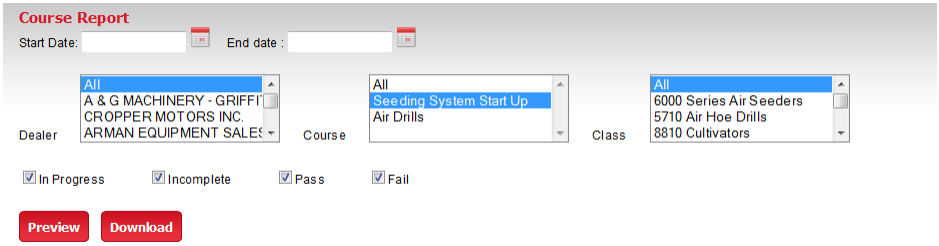

1. When leveling a 5810 AHD you should:
work on a nice level cement pad. 0.0%
use measurements provided in the operator's manual. 9.1%
use a smooth, unworked field. 27.3%
have as many people as possible helping. 9.1%
Not Answered 54.5%
Question Metrics:
Average Time To Complete: 0.0 Seconds
Not Answered: 6
Correct Answer: use a smooth, unworked field.



BOLTS Master Admin Instructions

Report

The report section will provide the standings of technicians that are involved with the BOLTS program. Reports can be customized to show specific dealerships, courses, classes, passed, failed, incomplete, and in progress. Reports can be previewed on screen or downloaded as an Excel file.



In this example, A & G Machinery has one tech that has completed all the classes under Seeding System Startup, so is certified. Scores are shown for exams on each class.

For Coquet & Bourgault, two techs have taken some classes, but not all, so their courses are In Progress.

Dealership	Dealer Admin	Tech	Course	Class	Status	Result	Days Remaining	Certificate Expiry Date	Action
A & G MACHINERY - GRIFFITH	test dealer								
		Brown Cow	Seeding System Start Up		Certified			04/03/2016	
		Brown Cow	Seeding System Start Up	6000 Series Air Seeders	Completed	75%	0		Edit | Delete
		Brown Cow	Seeding System Start Up	5710 Air Hoe Drills	Completed	100%	0		Edit | Delete
		Brown Cow	Seeding System Start Up	8810 Cultivators	Completed	66%	0		Edit | Delete
COQUET & BOURGAULT IMPLTS. LTD.	Bill Murray								
		Bob Malooga	Seeding System Start Up		In Progress				
		Bob Malooga	Seeding System Start Up	6000 Series Air Seeders	In Progress		0		Edit | Delete
		Bob Malooga	Seeding System Start Up	5710 Air Hoe Drills	Completed	100%	0		Edit | Delete
		Tester User	Seeding System Start Up		In Progress				
		Tester User	Seeding System Start Up	6000 Series Air Seeders	Failed		0		Edit | Delete

Offline Course – Import Technician

This feature is for entering results from tests done at Service Schools. This allows Bourgault to manage these classroom test results and on-line test results all together.

Use the *OflineCourseImport.xlsx* file stored in the BOLTS folder under Service as a template.

All techs must be registered in BOLTS before the upload can be performed. Techs will be instructed to enroll into BOLTS prior to attending Bourgault Service School.

NOTE: *at this time, the feature asks to load an Excel file instead of a CSV file. A request to fix has been submitted. (July 2/14)*

Offline Course - Add Technician by Dealership

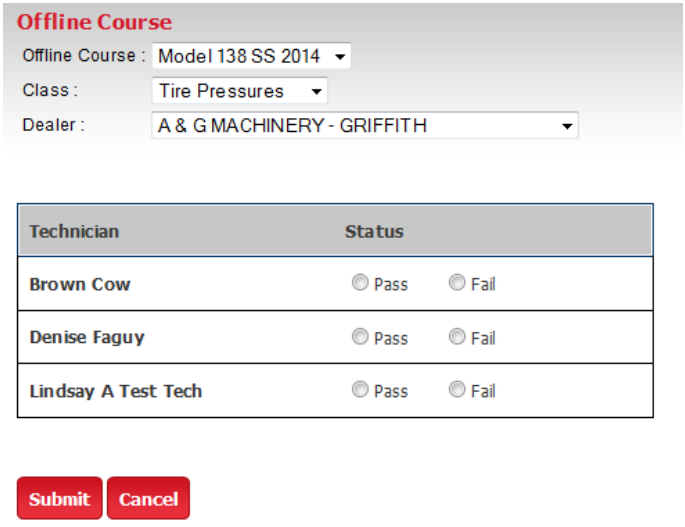
This feature enables you to manually enter results for exams taken by dealer techs at Service School.

Course: The Course must be entered and check off as an Offline Course. (Refer to Course List) It is recommended to include "Offline" or "SS 2014" in the Course title so it is easily distinguished in the report.

Class: All the relevant classes for the course must also be added (Refer to Class List)

Dealer: Results for technicians are entered by dealership. All Techs should have registered themselves into BOLTS prior to attending Service School. Choose Pass, Fail, or do not mark anything if they did not attend. Click "*Submit*" to post the results. You will need to click "*Cancel*" after if there are any non-attending techs left on the list.

Results will be shown on the "*Results*" report.

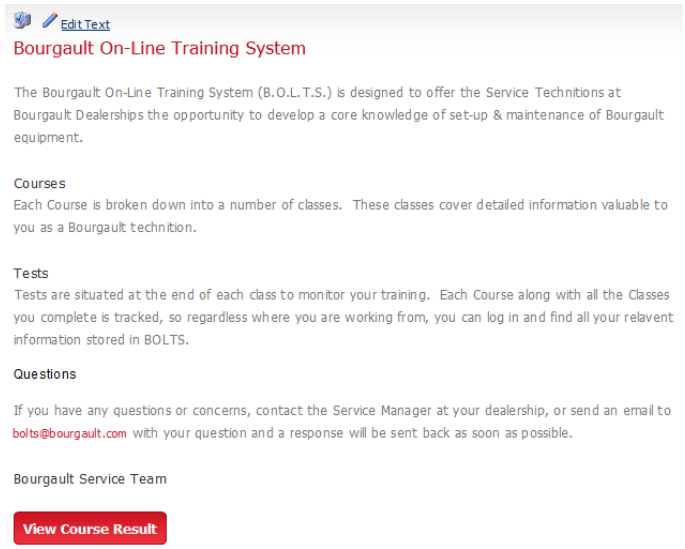


Edit Welcome Technician Page

This is the splash page that the dealer technicians will see when they log into BOLTS. Messages, instructions and updates should be posted here.

Click on the Edit Text button to make changes to the content.

Click on the **View Course Result** button to view a table of the tech's standing on courses and classes that are completed or in progress.


Edit Text
Bourgault On-Line Training System
The Bourgault On-Line Training System (B.O.L.T.S.) is designed to offer the Service Technitions at Bourgault Dealerships the opportunity to develop a core knowledge of set-up & maintenance of Bourgault equipment.
Courses
Each Course is broken down into a number of classes. These classes cover detailed information valuable to you as a Bourgault technition.
Tests
Tests are situated at the end of each class to monitor your training. Each Course along with all the Classes you complete is tracked, so regardless where you are working from, you can log in and find all your relavent information stored in BOLTS.
Questions
If you have any questions or concerns, contact the Service Manager at your dealership, or send an email to bolts@bourgault.com with your question and a response will be sent back as soon as possible.
Bourgault Service Team
View Course Result

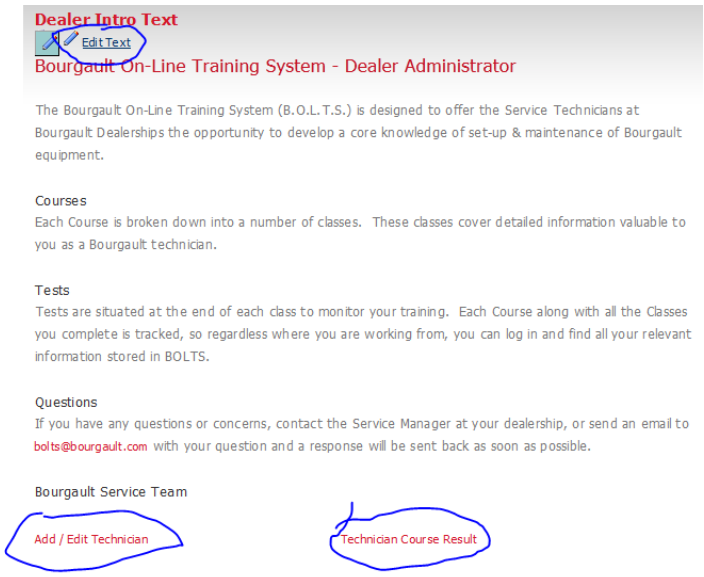
Edit Welcome Dealer Page

This is the splash page that the dealer administrators will see when they log into BOLTS. Messages, instructions and updates specifically for dealer admins should be posted here.

Click on the Edit Text button to make changes to the content.

Click on the Add/Edit Technician button to Add, Edit, or Delete a technician. Instructions are covered near the beginning of this document.

The Technician Course Result button is irrelevant for the Master Admin. It will provide results of Dealer Techs for the Dealer Admin.


Dealer Intro Text
Edit Text
Bourgault On-Line Training System - Dealer Administrator
The Bourgault On-Line Training System (B.O.L.T.S.) is designed to offer the Service Technicians at Bourgault Dealerships the opportunity to develop a core knowledge of set-up & maintenance of Bourgault equipment.
Courses
Each Course is broken down into a number of classes. These classes cover detailed information valuable to you as a Bourgault technician.
Tests
Tests are situated at the end of each class to monitor your training. Each Course along with all the Classes you complete is tracked, so regardless where you are working from, you can log in and find all your relevant information stored in BOLTS.
Questions
If you have any questions or concerns, contact the Service Manager at your dealership, or send an email to bolts@bourgault.com with your question and a response will be sent back as soon as possible.
Bourgault Service Team
Add / Edit Technician
Technician Course Result

BOLTS Master Admin Instructions

Send Message

The Master Admin can send an email to all Dealer Admins and/or Dealer Technicians. This is done as a newsletter.

User Roles: When preparing a newsletter, set the roles to filter by Global Roles, the check off Bolts Dealers (Dealer Admins) and/or BOLTS Technicians.

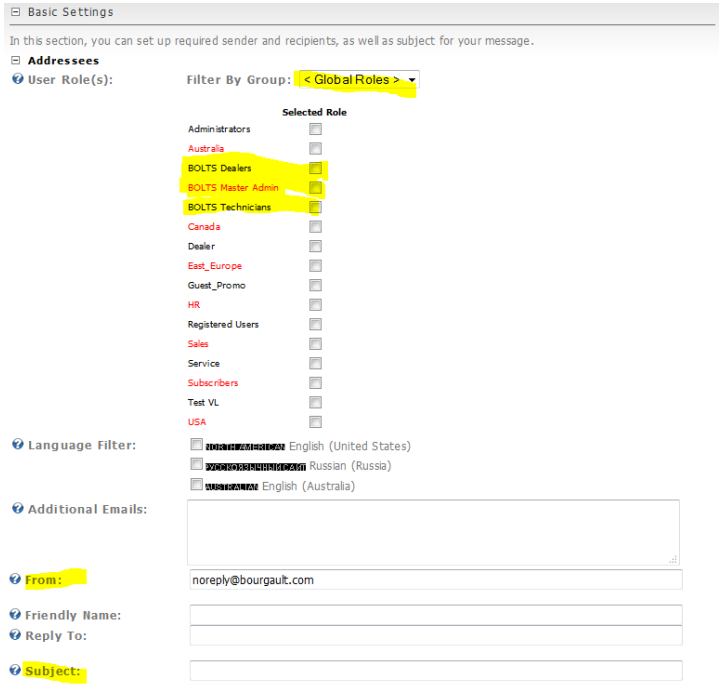
Additional Emails: Add additional email addresses if there are others you wish to send this message to.

From: Specify the email address sending the message. Noreply is the default.

Friendly Name: You can add a name such as "Bourgault Bolts Administrator" or "Service Manager".

Reply To: Suggest to leave blank, and to ask recipients not to reply to these emails.

Subject: Enter the subject of message.



In the Message editor, open the templates drop down object and select "BOLTS Template". Once you have it filled out, you can save the message as a different template for future reference. You can also delete past templates.

Once you have finished the message, you can *Preview Email* to check the format.

Click *Send Email* to send out the message to the recipients.